COLORADO
Department of Public Health & Environment

Dedicated to protecting and improving the health and environment of the people of Colorado

To: Vaccine for Children Providers
From: Colorado Immunization Branch
Date: March 16, 2015
Re: 2015 Thermometer Replacement Project – Wave 1

Starting in March 2015, the VFC Program is replacing VFC supplied VWR digital thermometers with continuous temperature monitoring data loggers. The CDC recommends using loggers to monitor temperatures in your vaccine storage units 24 hours a day.

This message provides detailed information on:
- Setting up your Data Logger
- Send Confirmation of Receipt and Logger Data
- Implementing VFC Requirements for Using Data Loggers
- Responding to Alarms and Out of Range Temperatures
- Purchasing Additional Loggers

Data Logger Setup

MicroDAQ.com will send a package with data loggers to your office. Setup instructions can be found on their webpage.

1) Go to MicroDAQ's website www.microdaq.com/colorado/

2) Click on the link for the State of Colorado LogTag Training and follow the step-by-step instructions to unpack, install, configure and start using the loggers.

3) Make sure the logger probe is in the vial of buffered material and is placed in the center of your storage units next to the vaccines

Note: Data logger software can only be installed on computer with Windows software and cannot be installed on Apple computers. Contact the VFC Program at 303 692-2650 if your office only has Apple computers.

Data Logger Support: Contact MicroDAQ's customer support for issues installing or setting up the loggers.
- Call **603-746-5524** and press option "1". Support hours are Monday - Friday: 9 a.m. - 4:30 p.m. Eastern Time.
- Or submit a request via MicroDAQ's website at http://www.microdaq.com/contact/
  - Including **"CO Support"** in the subject line of your email will ensure the quickest response time

VFC Support: Contact the VFC Program for questions on responding to excursions to out of range temperatures or for assistance interpreting logger reports.
- Call **303-692-2650**. Support hours are Monday - Friday: 8:30 a.m. – 4:30 p.m.
- Email: cdphe_vfc@state.co.us.

Note: You do not return the VWR thermometers to the VFC Program.

Confirmation of Receipt

Send the signed memo and your first full week of temperature data to confirm that you have received and are using your new loggers.

1) Verify receipt and installation of data loggers.
   - Submit signed copy of the New Continuous Data Logger Memo to the VFC Program by fax (303-691-6118) or scan and email to: cdphe_vfc@state.co.us

2) Submit a summary report of your first full week of data logger temperatures to the VFC program.
   - Instructions for printing the summary reports are attached (Print LogTag Summary Report.pdf).
   - Write your VFC PIN number on the printed report and fax to 303-691-6118.
   - Or save the summary report as a PDF, attach the PDF to an email, enter your VFC PIN number in the subject line of the email and send to: cdphe_vfc@state.co.us.

Implementing the VFC Requirements for Using Data Loggers

Providers still need to record twice daily temperatures even when using a data logger. Additional temperature monitoring guidance is available in the VFC Guidance section at www.coloradovfc.com.

Get Started Monitoring Using Data Loggers

1) Use the temperature logs available to download at www.coloradovfc.com.
   - These temperature logs have space to record minimum and maximum temperature readings.

2) Record the date the data logger was installed on the paper temperature log.

Documenting Temperature When Using a Data Logger

3) Every day your clinic is open use the paper temperature log to:
   - Record the MINIMUM and MAXIMUM temperatures before opening the unit door at the start of each day.
   - Record CURRENT refrigerator and freezer temperatures twice a day, once in the morning and again before leaving at the end of the workday.

Note: The LogTags are set up with a Power Save feature so the screen will go blank after 30 seconds to save battery life. To view the screen, simply press the Review button on the front of the logger.

Requirement to Review Temperature Data Files

4) Download the temperature data from the logger at least once a week.
   - Print a summary from the LogTag report and keep with paper temperature log file. Instructions for printing the summary report are available at: (Print LogTag Summary Report.pdf)
   - Keep records of logger data for three years. This includes the paper temperature logs used to record twice daily temperatures, downloaded logger data and printed logger summary reports.

5) Each week the Vaccine Coordinator should review the data from the data logger to:
   - Verify that that paper temperature logs are complete.
   - Verify that any out of range temperature excursions have been properly addressed.
   - Identify and resolve any issues with the storage unit maintaining proper temperatures.

Vaccine Management Plan

6) Update Vaccine Management Plan to reflect new processes and thermometers in place at your clinic.
- Vaccine Management Plan template is available at www.coloradovfc.com. Use this document to record data logger specifications and the data logger requirements implemented at your clinic.
- Logger alarms have been set at:
  - Fridge - below/equal to 34.5F (1.5C) & above/equal to 46.5F (8.5C)
  - Freezer – below/equal to -40.0F (-40.0C) & above/equal to 5.5F (-14.5C)

Responding to Out of Range Temperatures

Providers are required to take immediate action to respond to out of range temperatures; document the excursion and all actions taken; and notify the VFC Program.

Whenever alarm is triggered or the minimum/maximum reading indicates out of range temperatures:
1) Download and review the temperature data from the logger and print a summary from the LogTag report.
2) Take immediate action to resolve out of range temperatures and record when excursion occurred by following your emergency vaccine management plan.
3) Record all actions taken and notify the VFC Program: **303-692-2650**.

Note: It is Highly recommended that the CIIS *Inventory On-Hand* report be run to generate a list of vaccines in your inventory at the time of the excursion. Instructions for running the On-Hand Inventory report are in the CIIS Quick Guide for Inventory Management Reports available at:
https://www.colorado.gov/pacific/sites/default/files/DC_PW_CIIS_CIIS-Inventory-Management-and-Vaccine-Ordering-Reports-Job-Aid.pdf

Purchasing Additional LogTag Data Loggers

Providers may purchase additional loggers at the state negotiated price from MicroDAQ through September 2016.

1) Contact MicroDAQ customer service and identify yourself as a Colorado VFC provider that would like to purchase additional LogTag loggers.
- Providers are encouraged to purchase the same model of logger for their backup thermometer or any additional vaccine storage units so staff would only need to be trained on using one type of thermometer.

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To:	VFC providers
From:	Lynn Trefren, RN, MSN, Branch Chief of the Colorado Immunization Branch **LT** Disease Control and Environmental Epidemiology Division (DCEED)
Date:	March 16, 2015
Subject:	**New Continuous Temperature Monitoring Data Loggers**

In 2015, the VFC Program will be sending out new continuous temperature monitoring data loggers to all VFC providers. These data loggers are being provided to you in order to meet CDC's 2015 Storage and Handling recommendations for the Vaccines for Children Program. We value your participation in the VFC program, and hope these data loggers are useful to monitor temperatures in your vaccine storage units.

Upon receipt of these devices, the data loggers become your property. The loggers will come calibrated for two years. It will by your responsibility to re-calibrate the loggers before the calibration expires and to replace the loggers as needed.

CDPHE is not responsible for any vaccine loss due to failure of one of these data loggers. In addition, CDPHE is not responsible for vaccine loss due to improper use or calibration of these data loggers.

Please sign below to indicate that you have read and understood this memo and return to the VFC Program.

There are three options to return the signed memo:

• Scan this form and email it to cdphe_vfc@state.co.us

• Fax to 303-691-6118

• Mail to:
  CDPHE VFC Program
  4300 Cherry Creek Drive South
  Denver, CO 80246-1530

Signature:_____   Date: _____

Printed name: _____

VFC PIN: _____

Clinic Name: _____

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LogTag Data Logger
Instructions to Print Summary Report

Complete instructions on setting up and using LogTag data loggers in MicroDAQ's LogTag Training for Colorado document available at www.microdaq.com/colorado. MicroDAQ's instructions for stopping the logger to view and save the data are on pages 54-59 of their Colorado Training document.

This document includes instructions to print the logger summary report. The report should be printed each time data is downloaded from the logger and kept with your paper temperature log files.

The VFC Program requires that the data be downloaded weekly and whenever an alarm is triggered or the minimum/maximum readings go outside recommended temperatures.

1. Open the LogTag Analyzer program. The program was installed during the process to set up your logger.
   - Double click the LogTag Icon

2. Insert your stopped logger into the LogTag cradle plugged into a USB port on your computer. A message will pop up showing the progress in reading the data from your logger.
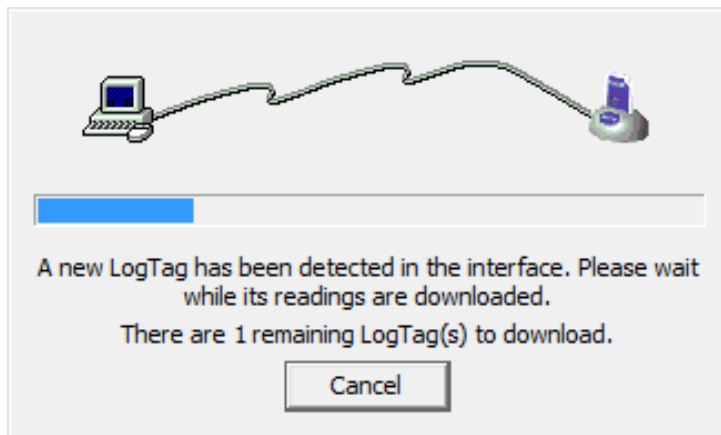
3. A report will automatically pop up in the LogTag Analyzer window. At the bottom of the report are several tabs that display different information. The Chart tab is displayed when the report first opens.

Chart Tab is Default Display
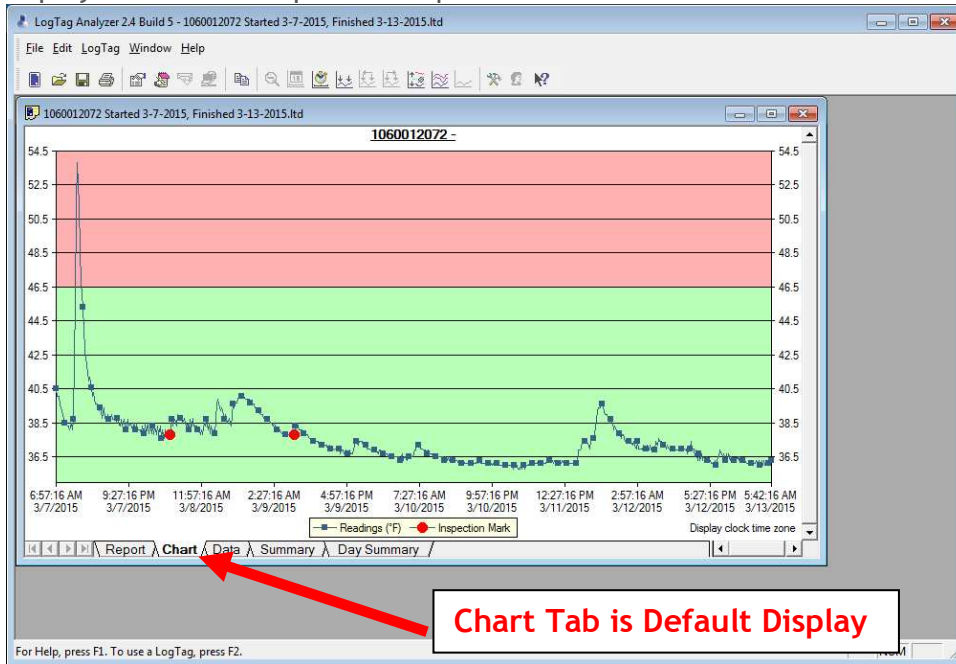
4. Click on the Report Tab to display the logger summary report.
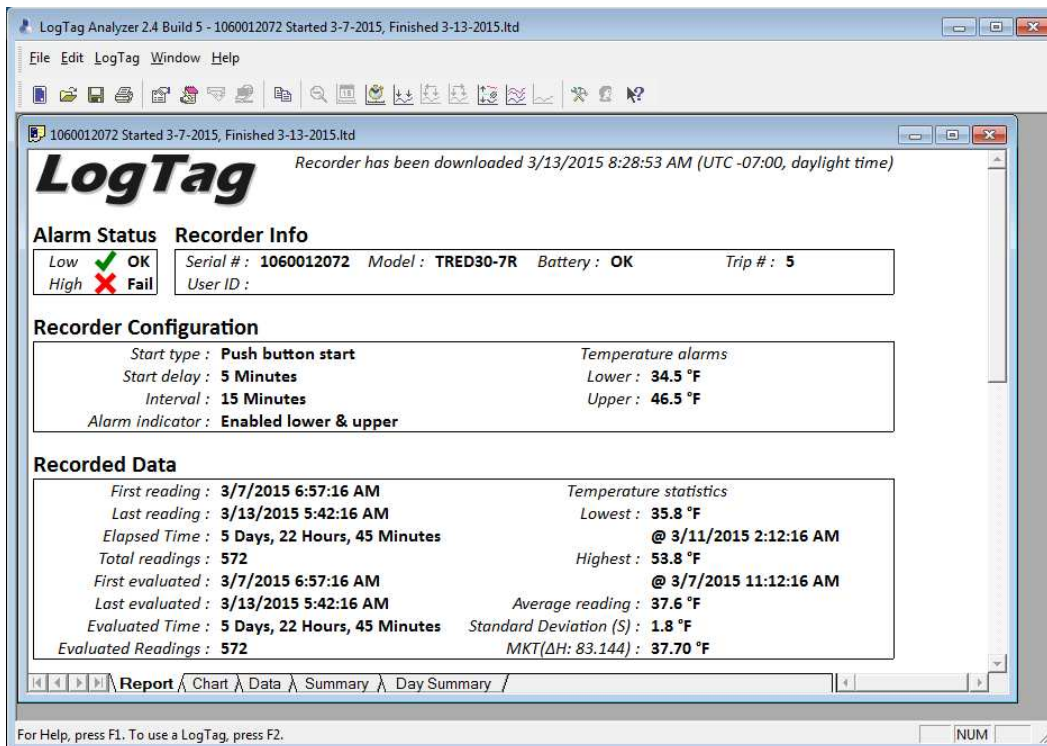
5. To Print the Summary Report, click on File in the menu above the report display and select Print.
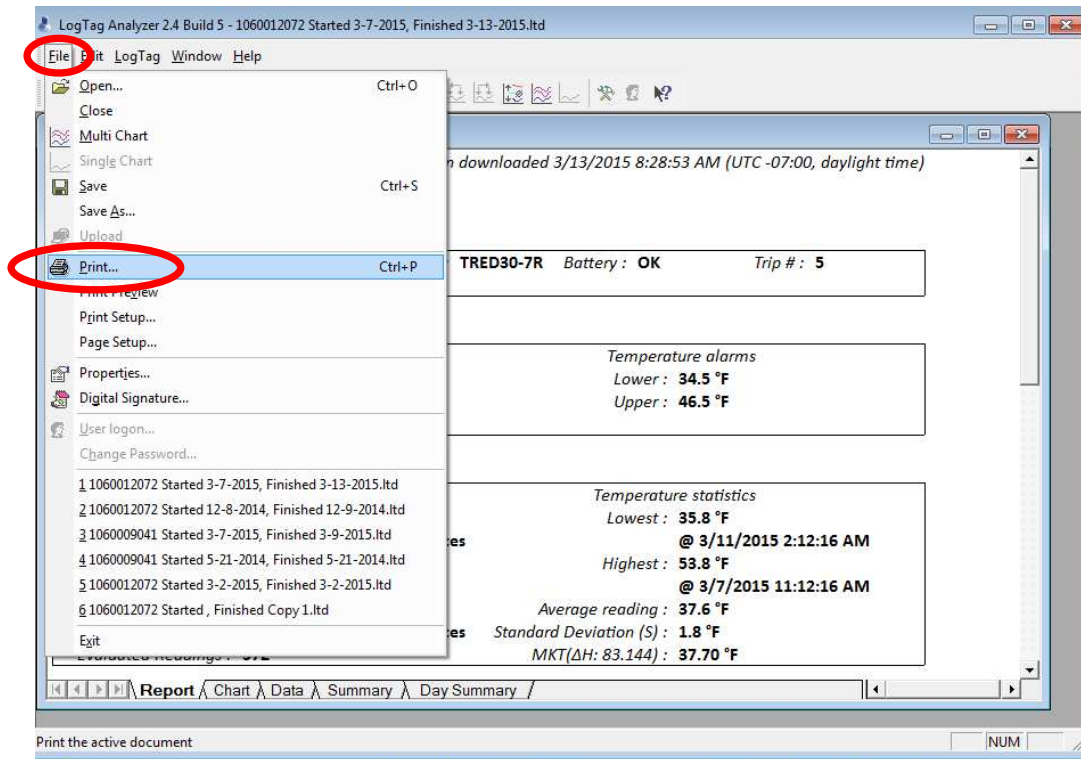
6. Keep a copy of the printed report with your paper temperature log records. A printed copy is required in addition to saving the temperature log data in the event of a computer failure or crash causes the loss of your data files are lost.